Computer Training Bulletin

Los Angeles County
Department of Mental Health
Training and Cultural Competency Bureau

Marvin J. Southard, D.S.W.
Director

February 2007 – June 2007

695 S. Vermont Ave., 15th floor
Los Angeles, CA 90005
213-251-6854
Fax 213-252-8776

http://lacdmh.org

PLEASE PLACE IN A VISIBLE LOCATION

WINDOWS XP TIPS AND TRICKS

Date and Time: **April 24, 2007**
8:30 AM - 3:30 PM

Registration begins 30 minutes prior to training time. All participants must arrive during registration period.

Place: **DMH Headquarters Annex**
695 S. Vermont Ave. , 7th floor
CIOB Computer Training Lab
Los Angeles, CA 90005
Parking is available across the street at 682 S. Vermont from 8:AM to 6:PM
for $3.50 (flat rate).

Students will learn basic computer concepts and skills related to IBM and compatible computers. Students will receive a thorough introduction to Windows XP techniques and become acquainted with applications. This course provides a broad information base for students so they have a greater awareness and confidence when using computers. Not only do students learn what the components are, but they also learn why they need to know this information and how it affects them in a practical way. THIS COURSE IS OPEN ONLY TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES.

OBJECTIVES: As a result of attending this training, participants should be able to:

1.   Log on to Windows XP, shut down and restart
2.   Work with the Desktop and Windows Objects
3.   Navigate to information stored on the computer and network
4.   Use Windows Explorer to manage files and folders
5.   Create Shortcuts and customize Windows XP
6.   Work with the taskbar, toolbars and the Help function

CONDUCTED BY: Software Training Center

CONTACT FOR MORE   Francine
INFO: (562) 403-1640

DEADLINE: *When enrollment reaches capacity.*

CEU: None

Confirmation of Acceptance or Non-Acceptance Will Be Sent On the Deadline Date.

INTRODUCTION TO OUTLOOK 2003

Date and Time: **April 25, 2007**
8:30 AM - 3:30 PM

Registration begins 30 minutes prior to training time. All participants must arrive during registration period.

Place: **DMH Headquarters Annex**
695 S. Vermont Ave. , 7th floor
CIOB Computer Training Lab
Los Angeles, CA 90005
Parking is available across the street at 682 S. Vermont from 8:AM to 6:PM
for $3.50 (flat rate).

This one-day workshop allows students to learn the fundamentals of Outlook 2003. Outlook 2003 is an all encompassing information management program that enables a user or network of users to share and coordinate a variety of information. Topics covered in this course include coordinating e-mail, using mail management tools, scheduling and editing appointments, managing tasks, and overall contact management techniques. THIS COURSE IS OPEN ONLY TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES.

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Work with Contacts
2. Create, send, reply to, forward and recall e-mail messages
3. Modify e-mail setting and options and use the Out of Office Assistant
4. Schedule and manage appointments and events by using the Calendar
5. Assigning e-mail to categories and saving them in various formats
6. Create tasks and track them through completion
7. Use Outlook tools to find and organize data

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DEADLINE: *When enrollment reaches capacity.*

CEU: None

Confirmation of Acceptance or Non-Acceptance Will Be Sent On the Deadline Date.

INTRODUCTION TO WORD 2003

Date and Time: **April 26, 2007**
8:30 AM - 3:30 PM

Registration begins 30 minutes prior to training time. All participants must arrive during registration period.

Place: **DMH Headquarters Annex**
695 S. Vermont Ave. , 7th floor
CIOB Computer Training Lab
Los Angeles, CA 90005
Parking is available across the street at 682 S. Vermont from 8:AM to 6:PM
for $3.50 (flat rate).

This one-day workshop will cover the basics of Word 2003. Students will learn the skills and concepts necessary to create and modify a document. This course is designed for people who want to effectively use the tools and features of Word 2003 for basic word processing activities. This is an instructor-led training in a professional classroom environment with hands-on exercises. THIS COURSE IS OPEN ONLY TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES.

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Create and save a document
2. Open an existing document and use various editing techniques
3. Use AutoText, AutoComplete and AutoCorrect
4. Edit a document by moving and copying text within a document and between documents
5. Apply character formatting and use the Format Painter
6. Change paragraph formatting, set tabs and apply bulleted or numbered lists
7. Adjust margins, add and delete page breaks, and change page orientation
8. Use Word's proofing tools such as AutoCorrect, Speller and Thesaurus

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CEU: None

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INTRODUCTION TO POWERPOINT 2003

Date and Time: **May 8, 2007**
8:30 AM - 3:30 PM

Registration begins 30 minutes prior to training time. All participants must arrive during registration period.

Place: **DMH Headquarters Annex**
695 S. Vermont Ave. , 7th floor
CIOB Computer Training Lab
Los Angeles, CA 90005
Parking is available across the street at 682 S. Vermont from 8:AM to 6:PM
for $3.50 (flat rate).

In this one-day workshop, students are guided through the process of creating an effective presentation using PowerPoint 2003. They learn how to create and edit presentations, format text and print their presentations. Students will learn to enhance and clarify their presentations by adding dramatic graphic effects, such as WordArt, AutoShapes and ClipArt. Students will learn to refine and prepare their presentations using transition and animation effects to make their slide shows interesting and informative. THIS COURSE IS OPEN ONLY TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES.

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Create, modify and print presentations
2. Create and edit text attributes and alignment
3. Insert and modify Text Boxes and Objects
4. Work with WordArt, AutoShapes and ClipArt
5. Add slide transitions and animation effects to slide presentations
6. Build and run a slide show
7. Use the slide finder and create Summary Slides

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CEU: None

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INTRODUCTION TO EXCEL 2003

Date and Time: **May 9-10, 2007 (2 days)**
8:30 AM - 3:30 PM

Registration begins 30 minutes prior to training time. All participants must arrive during registration period.

Place: **DMH Headquarters Annex**
695 S. Vermont Ave. , 7th floor
CIOB Computer Training Lab
Los Angeles, CA 90005
Parking is available across the street at 682 S. Vermont from 8:AM to 6:PM
for $3.50 (flat rate).

Microsoft Excel integrates windows capabilities with an electronic worksheet, a database management program and graphics. The emphasis of the introductory course will be on the worksheet applications. This course will introduce Excel's major features via hands-on instruction and examples. THIS COURSE IS OPEN ONLY TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES.

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Create, edit and save an electronic spreadsheet
2. Work with and modify formulas and functions
3. Set page breaks and print titles
4. Insert and delete cells, columns and rows
5. Use templates, styles and AutoFormats
6. Work with multiple worksheets and create 3-dimensional formulas
7. Work with multiple workbooks and freeze panes, rows and columns
8. Use conditional formatting and create custom number formats
9. Create and edit charts
10. Use Comments and work with Range Names

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CEU: None

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INTERMEDIATE EXCEL 2003

Date and Time: **May 24, 2007**
8:30 AM - 3:30 PM

Registration begins 30 minutes prior to training time. All participants must arrive during registration period.

Place: **DMH Headquarters Annex**
695 S. Vermont Ave. , 7th floor
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Los Angeles, CA 90005
Parking is available across the street at 682 S. Vermont from 8:AM to 6:PM
for $3.50 (flat rate).

Participants will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2003. Excel is a powerful spreadsheet application, which can be used by staff that will be creating and formatting custom reports using data from the HIPAA Integrated System. THIS COURSE IS AVAILABLE TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY.

PRE-REQUISITE: Excel 2003 course - Level 1

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Work with database components and sort data
2. Use database functions
3. Use advanced filters and Automatic Subtotals
4. Use PivotTables and PivotCharts
5. Modify PivotTables
6. Audit Worksheets and perform What-If analysis
7. Work with Scenarios

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County of Los Angeles – Department of Mental Health

COMPUTER TRAINING
APPLICATION FORM

Please Print or Type

Training Title	

Training ID (found on upper right corner of bulletin page)	Date (s)

County Employee Number

Name	Indicate if CalWORKs Provider ☐ Yes ☐ No

Program, Service or Agency	

Job Title

Work Address

City	Zip Code

Work Telephone	Fax	Email

Supervisor's Approval (applications will not be processed if supervisor signature is not present on this form) _____ Supervisor's Signature _____ Print Supervisor Name	Return Application to (When faxing, there is no need to use a cover sheet) Software Training Center Phone:　(562) 403-1640 Fax:　　(562) 809-6522